

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

New Building Consolidated Library Facility

DD/A Registry

85-0403/3

FROM:

Director of Security

EXTENSION

NO.

DATE

5 MAR 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA  
7D24 Hqs.

6 March

[Signature]

2.

3.

4.

5.

DDA/PO

PB

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Wang disc  
forwarded with  
response to  
N: BPD

CONFIDENTIAL

DD/A Registry  
85-0403/3

5 MAR 1985

MEMORANDUM FOR: Executive Officer to the DDA

FROM: 

Director of Security

SUBJECT: New Building Consolidated Library Facility REFERENCE: Memorandum from Executive Officer to Multiple  
dated 1 February 1985; same Subject.

1. As requested in reference memorandum, this response addresses the Office of Security's requirements for the proposed consolidated library facility for the Directorate of Administration and the Directorate of Science and Technology.

2. Since the Office of Security has not been programmed for their own internal library space in the new building, this consolidated library should be a resource for Office of Security's administrative, technical, and reference materials to support the Office's library needs.

3. Attached as Tab A is a listing of those reference materials recommended for inclusion in the consolidated library. It should be noted that at the top of that list is a suggestion to include a complete set of all Agency Headquarters and Field Regulations, Notices and Handbooks. Most of these documents are classified and a distinct, separate area would be needed to accommodate such material in the library.

4. Attached as Tab B is a listing of periodicals provided by the Office of Security's Technical Security Division to be included in this facility. Also included is a Wang Alliance Diskette which lists the reference materials that are recommended for inclusion in the consolidated library. (The reference materials are in a VM Cabinet called "REFERENCE LIBRARY" OS/TSD/EPB" ID 86 on the Wang Alliance System. The records are categorized as Reference Material: title, author, publisher, and publication date).

OS 5 2049

WARNING NOTICE  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED

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25X1 5. It is also suggested that a microfiche viewer and  
printer, a video recorder, and a Cannon NP 400 AF, plain paper  
copier be included in the library facility. [redacted]

25X1 6. If there are any questions please contact [redacted]

25X1 [redacted] Policy and Plans Group [redacted]

25X1  
25X1  
25X1  
  
Attachments

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*A*

## REFERENCE MATERIALS FOR OFFICE OF SECURITY

### REPORTS, REGULATIONS, ETC.

- ° A complete set of all Agency and Office of Security Headquarters Regulations, notices and handbooks
- ° Church Committee Reports (i.e., The Final Reports of the Senate Select Committee to Study Governmental Operations with Respect to Intelligence Activities). Chief, External Activities Branch recommends obtaining the following reports from the United States Government Printing Office, Superintendent of Documents:

Report #94-755, Book I, "Foreign and Military Intelligence," 1976

Report #94-755, Book III, "Supplementary Detailed Staff Reports on Intelligence Activities and the Rights of Americans."

### SUBSCRIPTIONS

- ° Studies in Intelligence - to include all back issues
- ° Annual Review of Psychology - to include 10 years back issues
- ° Psychophysiology - to include 10 years back issues
- ° Congressional Staff Directories
- ° Diplomatic Lists
- ° State Department Biographical Reference Book
- ° Telephone Directories:
  - State Department
  - Defense Department
  - Federal Bureau of Investigation
  - Energy Department
  - Treasury Department
- ° Haines Criss-Cross telephone directories for the three major counties in the Greater Washington area, i.e., Montgomery, Prince George's and Fairfax

- Yearly subscription to "Yearly Drivers License Guide," Published by Drivers License Guide Co., P. O. Box 5305, Dept. 84, Redwood City, CA 94063
- U. S. Postal Zip Code Directory
- County Street Maps (Atlas) for District of Columbia, Maryland, and Virginia
- Current Domestic & International Airline Guides
- Field Coverage Schedule (FBIS publication)
- Publications Coverage Schedule (FBIS publication)

#### PUBLICATIONS

- Words and Arms: A Dictionary of Security and Defense Terms by Wolfram Hanreiden and Larry Buel
- Terror and Communist Politics: The Role of the Secret Police in Communist States by Jonathan Adelman (ed)
- Handbook of Problem-Solving Techniques for Intelligence Analysts - available on VM (OTE:Books)
- Inside the Criminal Mind by Stanton Samenow
- Encyclopedia of Espionage by (FNU) Seth
- Fundamental Statistics in Psychology and Education by J.P. Guilford (most recent edition)
- Non-parametric Statistics: For the Behavioral Sciences by Sidney Siegel
- General purposes atlases: World, D.C., area
- A geographical dictionary
- A general purpose set of encyclopedias
- Foreign language dictionaries (at a minimum English-Spanish, -French, -German, -Russian)
- Federal Rules of Civil and Criminal Procedure (2 Volumes), West Publishing Company
- A Guidebook to Freedom of Information and Privacy Acts, Clark Boardman Co., compiled and edited by Robert F. Bouchard

B

## U N C L A S S I F I E D

PERIODICALS AND REFERENCE MATERIAL FOR THE OFFICE OF SECURITY'S  
TECHNICAL SECURITY DIVISION

<u>Magazine</u>	<u>Publisher</u>
Defense Electronics	EW Communications Inc.
RF Design	Cardiff Publishing co.
MSN	EW Communications Inc.
Laser Focus	PennWell Publishing Co.
S&VC	Intertec Publishing Corp.
Electronic Imaging	Morgan Grampian Publishing Co.
Byte	McGraw-Hill Publishing Co.
Microwave Journal	Horizon House-Microwave Inc.
Microwaves & RF	Hayden Publishing Co.
Mini-Mico Sytems	Cahners Publishing Co.
Digital Design	Morgan Grapian Publishing Co.
Computer Design	PennWell Publishing CO.
Sytems & Software	Hayden Publishing Co.
Electronic Products	Hearst Business Communication Inc.
EDN	Cahners Publishing Co.
Electronic Design	Hayden Publishing Co.
Electronics	McGraw-Hill Publishing Co.
Computers & Electronics	Ziff-Davis Publishing Co.
Test & Measurement World	Interfield Publishing Co.
Electronic Packaging & Production	Cahners Publishing Co.
Circuit Manufacturing	Morgan Grampian Publishing CO.
Electronics Week	McGraw-Hill Publishing Co.

U N C L A S S I F I E D



U N C L A S S I F I E D

MagazinePublisher

EE

Verner Nelson Associates

New Equipment Digest

Penton/IPC

Communication News

Harcourt Brace Jovanovich

Electronic Component News

Chilton's

Integrated Circuits

Hearst Business Communication  
Inc.

Semiconductor International

Cahners Publishing Co.

Electronics Test

Morgan Grampian Publishing Co.

Sea Technology

Compass Publishing Inc.

On Communications

EW Communication Inc.

Security World

Cahners Publishing Co.

Security Systems  
Administration

PTN Publishing Corp.

The Office

Office Publications Inc.

Sensors

North American Technologies  
Inc.

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